

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF STATE BUDGET

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LES BOLES
DIRECTOR

June 4, 2004

Dear Agency Director:

Please find enclosed guidelines for writing the 2003-2004 Accountability Report. They will also be sent to your Chief Financial Officer electronically. The guidelines will be made available on our website at <http://www.budget.sc.gov/OSB-forms.phtm> for any other individuals in your agency who may want access to the guidelines.

As in previous years, the Accountability Report is intended as a concise, straightforward report on performance for review by the Governor and the General Assembly. The majority of the changes that have been made are the result of requests from the General Assembly; however, you should still find the guidelines anchored to the Malcolm Baldrige Award Criteria, ensuring some continuity in philosophy from year to year.

Agencies are encouraged to continually review their performance measures and seek improvement. As you are reporting on the results of your measures, please remember that trends over time and across agencies are very important to the users of the report.

Please think of the report as a "big picture" look at your agency, and please present it in such a way that makes it easy for any reader to get an overall understanding of how your agency performed for the year. It is not expected that detailed information be reported but rather retained at the agency level should more detail be desired by the Governor or General Assembly.

In order to meet the statutory deadline and prepare the reports for Internet availability, it is important that your Accountability Report be submitted to the Office of State Budget no later than Wednesday, September 15, 2004.

In closing, let me add that we are currently assisting the Governor's Office with their process for developing the FY 2005-06 Executive Budget. We will be requesting detailed information concerning all agency program activities over the coming weeks and will be following up shortly with additional communications, instructions, and timelines.

Sincerely,

Les Boles

ENCLOSURE